Career Transitions

Job Readiness/Computer Literacy Class Schedule

Classes are scheduled each day from 8:30-12:00 and 12:30 to 4:00
For more information call: 388-6701

2007	Monday	Tuesday	Wednesday	Thursday	Friday
Sept.	**10** Assessments Intro to Computer/ Typing Tutorials	**11** Keyboarding Tutorial Instruction (WORD) Computer Lab Assessments	**12** MCIS Keyboarding Tutorial Instruction (WORD) Computer Lab	**13** Goal Setting Keyboarding Tutorial Instruction (WORD) Computer Lab	**14** Goal Setting Keyboarding Computer Lab (Goals and Literacy Letter)
Sept.	**17** Resume/Cover Letter Keyboarding Tutorial Computer Lab (Resume/Cover Letter)	**18** Job Search Strategies Keyboarding Tutorial Computer Lab (Potential Employers, Thank you)	**19** Applications Keyboarding Tutorial Computer Lab (Applications)	**20** Time Management Interviewing Prep Keyboarding Tutorial Computer Lab Work on Assignments	**21** Workplace Communications Computer Lab **(Drafts are due for all assignments today!)**
Sept.	**24** Interview Video Taping or Work on Assignments Publisher/PowerPoint (only students with all assignments complete)	**25** Interview Video Taping Final draft of assignments due today at noon Publisher/PowerPoint (only students with all assignments complete)	**26** Job Service (meet at the Bozeman Job Service) Keyboarding Tutorial Instruction (Excel) Computer Lab	**27** Sexual Harassment Computer Post-Test Keyboarding Tutorial Instruction (Excel) Computer Lab	**28** Workplace Attitude/Success **Class Completion Celebration 11:30 – 1:00**

Please do not schedule any appointments during class times.